



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

|                             |   |
|-----------------------------|---|
| OFFICE                      | <b>Local Conflict Transformation – Field Implementation Support Unit (LCT-FISU)</b>   |
| JOB TITLE / POSITION        | <b>Administrative Officer III</b>   |
| DESIGNATION (If applicable) |   |
| JOB LEVEL                   | Technical Salary Grace (SG) 14 – Contract of Service  |
| PLACE OF ASSIGNMENT         | OPAPRU Area Management Unit - <i>Southern and Central Luzon</i>   |
| MINIMUM QUALIFICATION       | <ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>  |
| JOB OBJECTIVE               | To provide administrative support to AMU-SCL in the implementation of the LPE Mainstreaming and Transformation Program for FRs, their Families and Communities including its support programs, the SHAPE, PAMANA-NPMO and ICPO.   |
| KEY RESULT AREAS            | Complete a range of required administrative tasks including coordination, monitoring, and preparation and consolidation of reports, correspondence, memorandum, spreadsheets, and filing of these documents.  |
| DUTIES AND RESPONSIBILITIES | <p>Directly reports to the Director on matters pertaining to his/her specific assignments</p> <ul style="list-style-type: none"> <li>● Handle, manage and comply with all finance and administrative requirements and transaction of AMU-SCL</li> <li>● Manages the day-to-day operation of the office, including providing assistance in the implementation of office, personnel and logistics management system;</li> <li>● Coordinates with LPEO, SHAPEO, NPMO and FAS regarding AMU-SCL preparation of the programs’ activities budgetary requirements</li> </ul> |